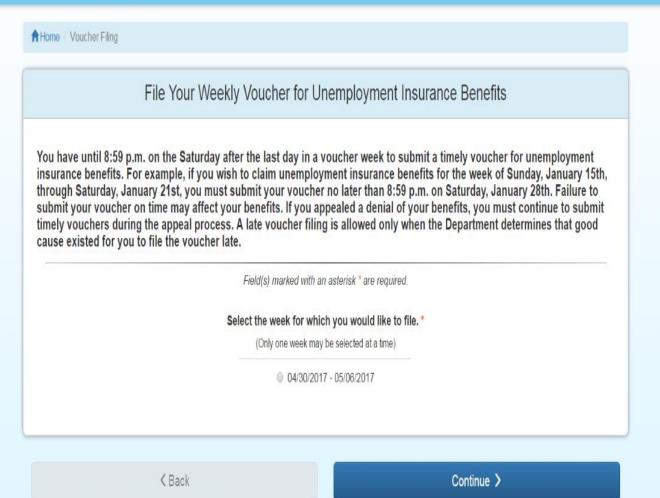




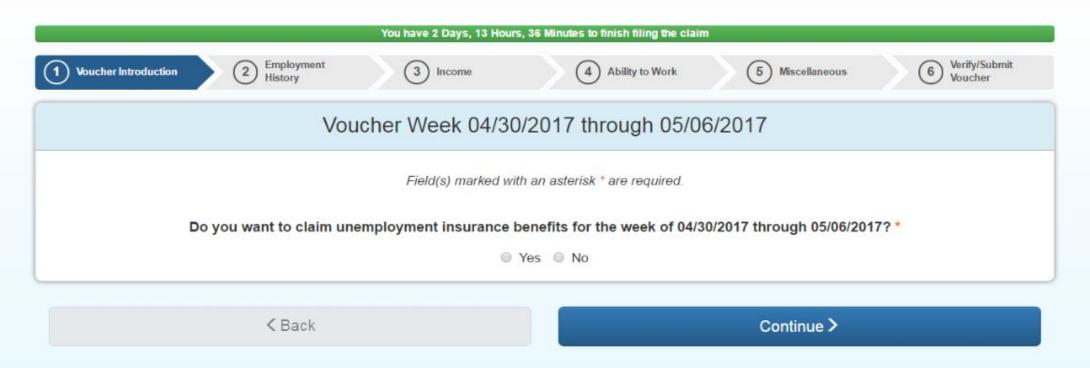
## Voucher Filing



In order to request payment of benefits each week, you must complete a weekly voucher. Weekly vouchers for unemployment insurance benefits are available each week beginning Sunday at 12:00AM EST. You will have until 8:59PM EST on Saturday of each week to complete the voucher. The Uplink Claimant Self Service homepage will be available 24 hours a day, seven days a week. However, you will not be able to file weekly vouchers between 9:00PM and 11:59 EST on Saturday of each week. If you have a pending appeal, you are still required to submit timely vouchers each week.

Please allow sufficient time to complete your weekly voucher. Read each question thoroughly before responding.

Select the radio button for the week you wish to file.



- Notice the ticker at the top of each page. This keeps you alerted as to how much time you have left to complete your weekly voucher.
- Below the ticker is a progress bar that will show you where you are in the voucher filing process. As you complete each module, the progress bar will change colors.
- Please pay close attention to the dates that correspond to the voucher you have chosen to file. All of the questions on the weekly voucher pertain only to the specific dates listed on the screen above.
- Answer "yes" or "no" to whether you would like to file for benefits for the week noted on the screen.

### You have 2 Days, 13 Hours, 34 Minutes to finish filing the claim







4 Ability to Work



### What You Need To Know

The following screens will include questions regarding all of the places where you may have worked since 04/02/2017. Employers that have reported wages under your Social Security Number will be displayed to you on the next few screens. If you have had additional employment since 04/02/2017 that is not displayed on the following screens, you may add that employment on the following screens.

You will need the following information ready for each of your employers before continuing to the next screen:

- 1. Approximate start date
- 2. Separation date or the last day you worked
- Work schedule
- Reason for separation
- 5. Check stub and/or rate of pay

Please be as accurate as possible when answering questions about your work history. Inaccuracies can lead to a delay in your benefits, as well as corrections that can cause overpayments on your claim.

If you need to take a break to gather the information listed above regarding your employers since 04/02/2017 that have not been reported, select "Save and Logout". You will be able to log back into your Uplink account and complete your claim at any time outside of the hours between at 8:59 p.m. Saturday and 12:00 a.m. Sunday.

Save & Logout

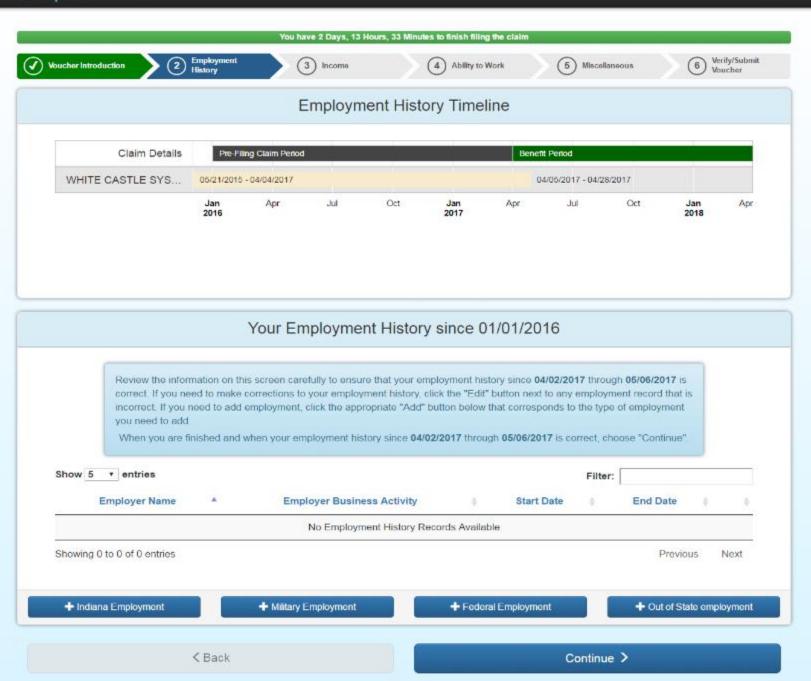
If you are ready to tell us about any unreported employment since 04/02/2017, choose "Continue".

< Back

Continue >

For the next few screens in this module, you will be asked questions regarding any employment you may have had during the identified period of time. Employers that have reported wages under your Social Security Number are displayed throughout this module. If you have had employment that is not listed during this voucher week, you will have an opportunity to add it later.

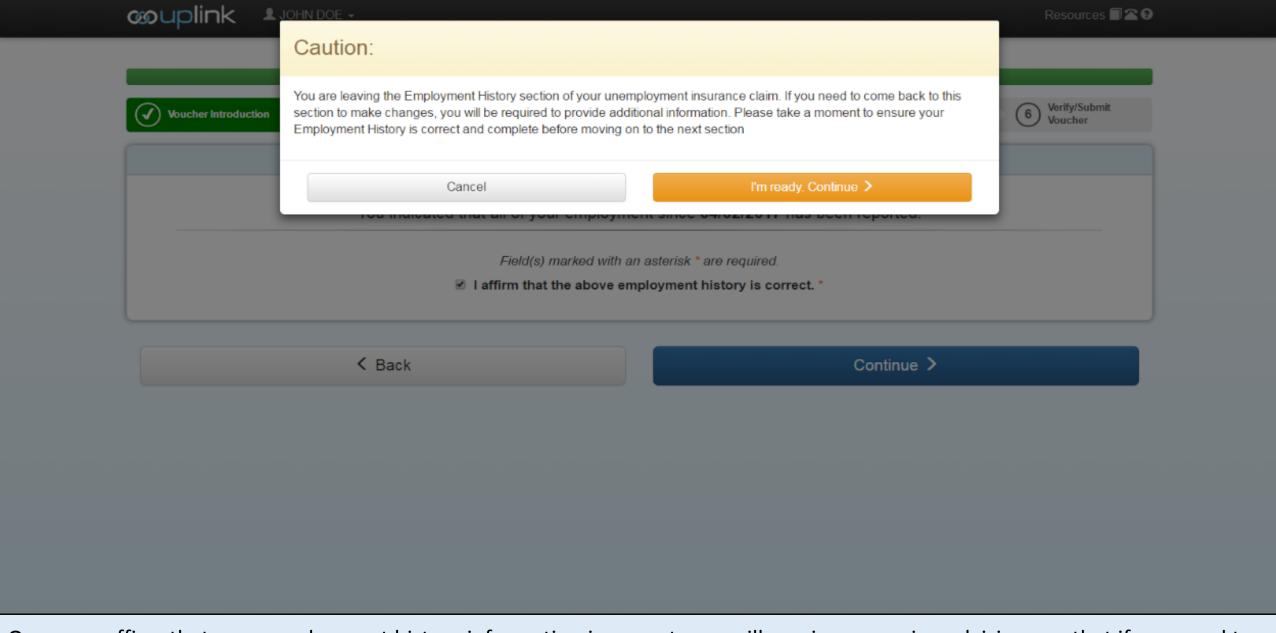
Have the information listed on this screen, such as your employment dates, your reason for separating from your employers, and your check stub, on hand when answering questions. Again, it is important to read each question carefully and answer the questions accurately, as mistakes can lead to a delay in your benefits or to corrections that may cause overpayments.



This screen list any employers you may have worked for in the past. Review all of the information for accuracy. If you have employment that is not listed, select the button that corresponds to the type of employment you would like to add.

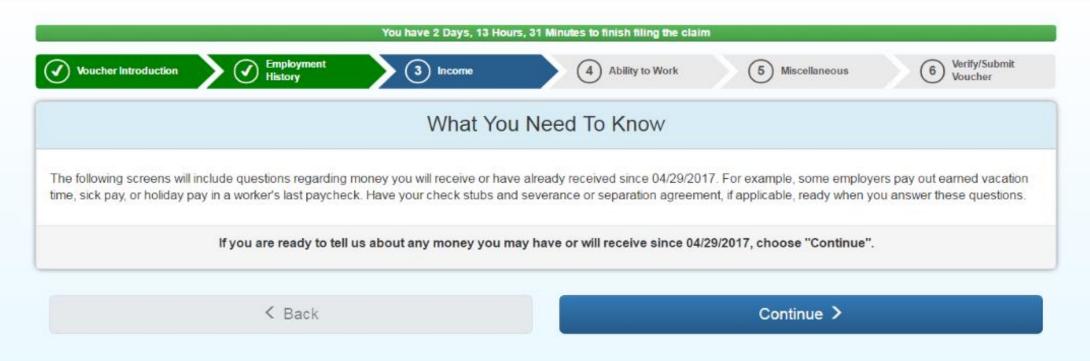


Affirm that you have reported all employment since the date shown on the screen. You cannot move forward until you affirm that your employment history is correct.

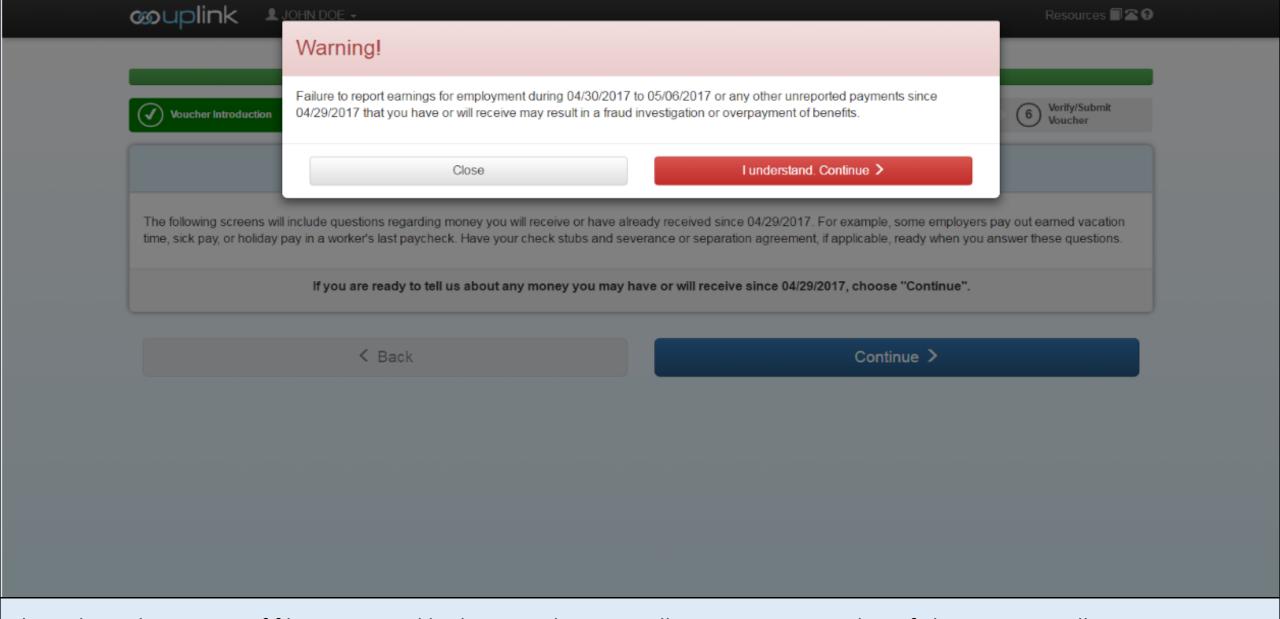


Once you affirm that your employment history information is correct, you will receive a warning advising you that if you need to return to this section and make changes, you will be required to provide additional information about any employment you have had.

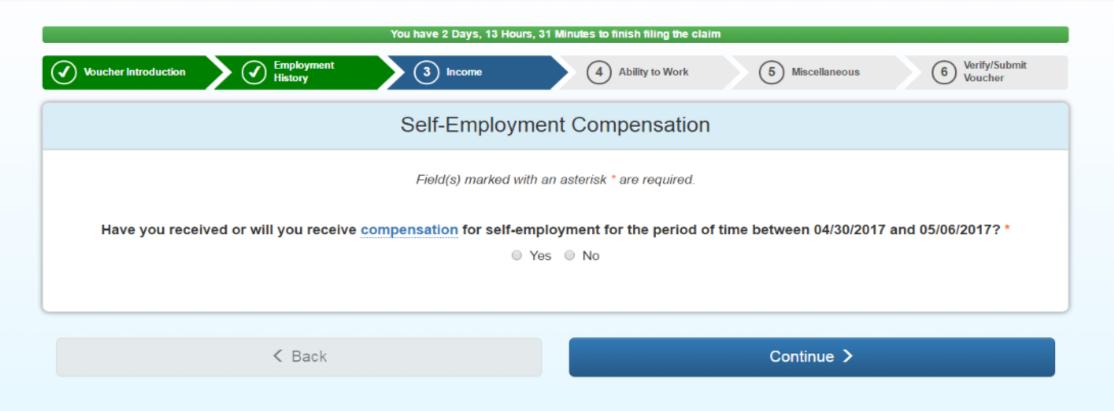




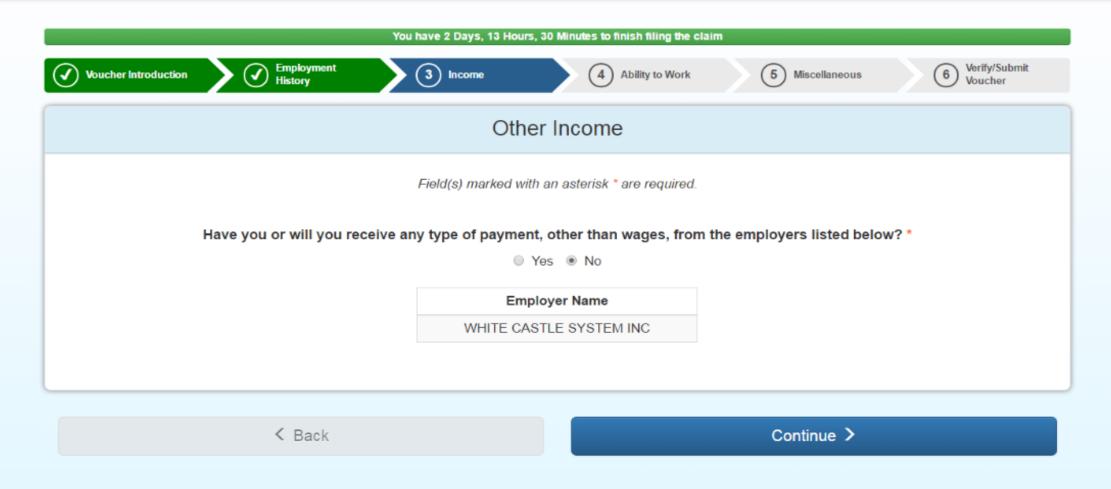
You are required to report all money you have received or will receive from any employer for the time period noted. This includes vacation, holiday, or severance pay.



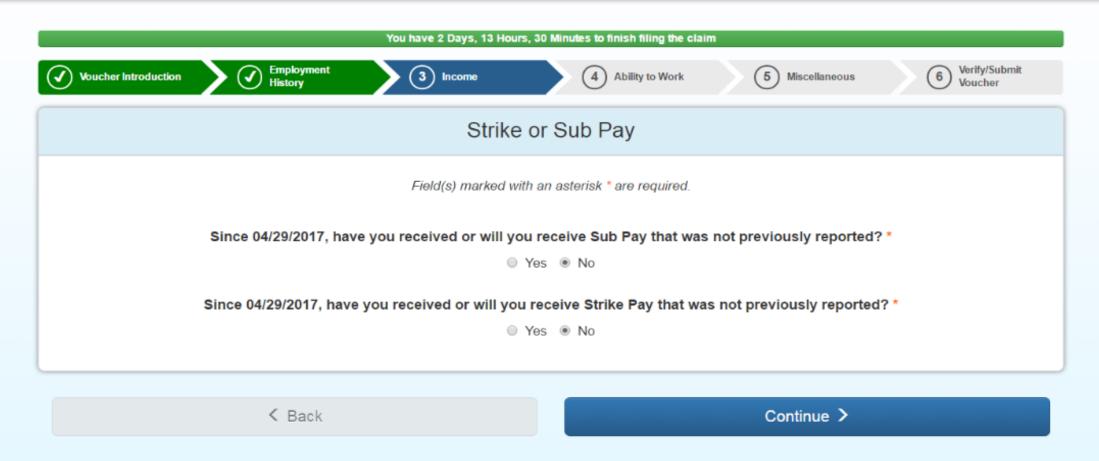
Throughout the process of filing your weekly claim voucher, you will receive warnings about failing to report all wages. You must report all earnings during the time period in question. Failure to disclose this information will result in a fraud investigation and the creation of an overpayment on your claim.



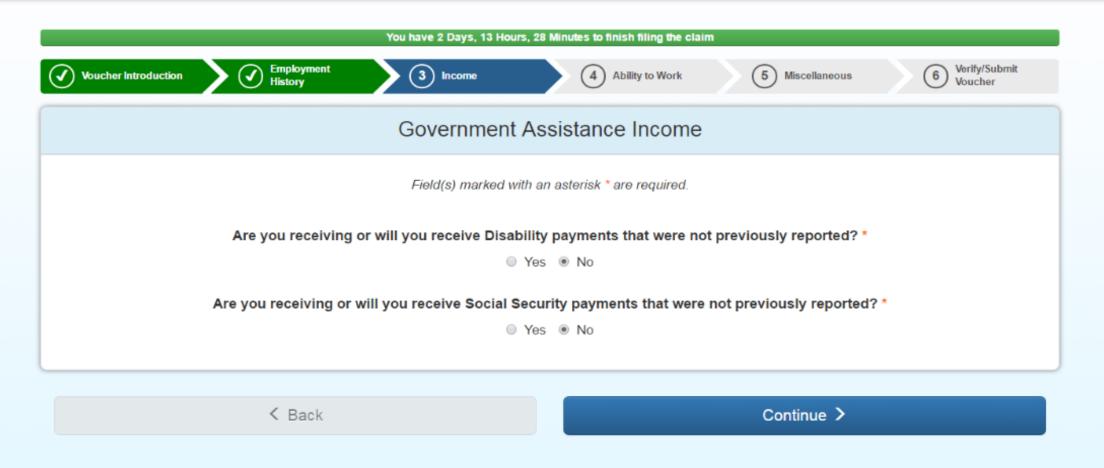
You are required to report all self-employment compensation for the time period noted.



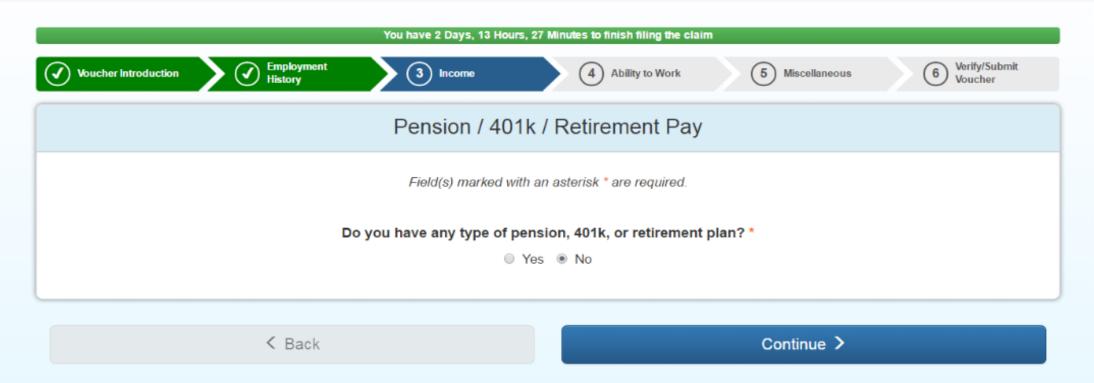
If you received any income other than wages from any employers listed on the screen, select "yes" and answer all follow-up questions.



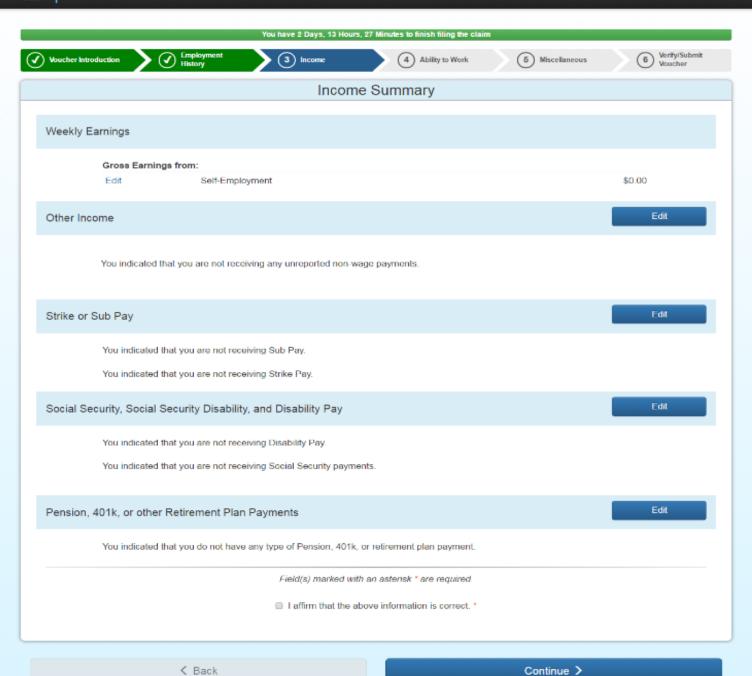
If you received Sub Pay or Strike Pay during the time period noted, you must report it by answering the questions on the screen above.



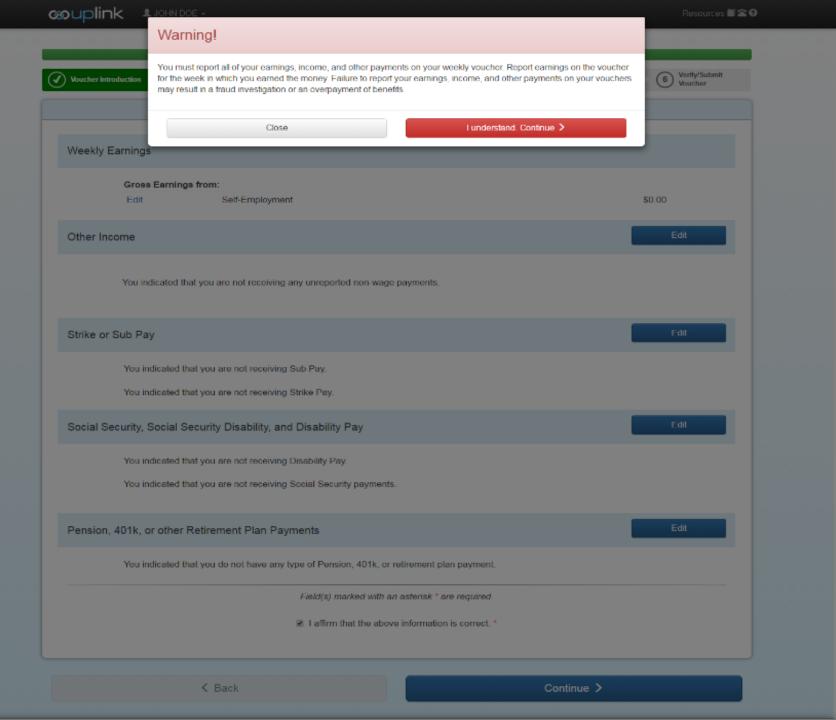
If you received or will receive Disability payments or Social Security payments that you did not previously report during your claim filing, you must report those payments by answering the questions on the screen above.



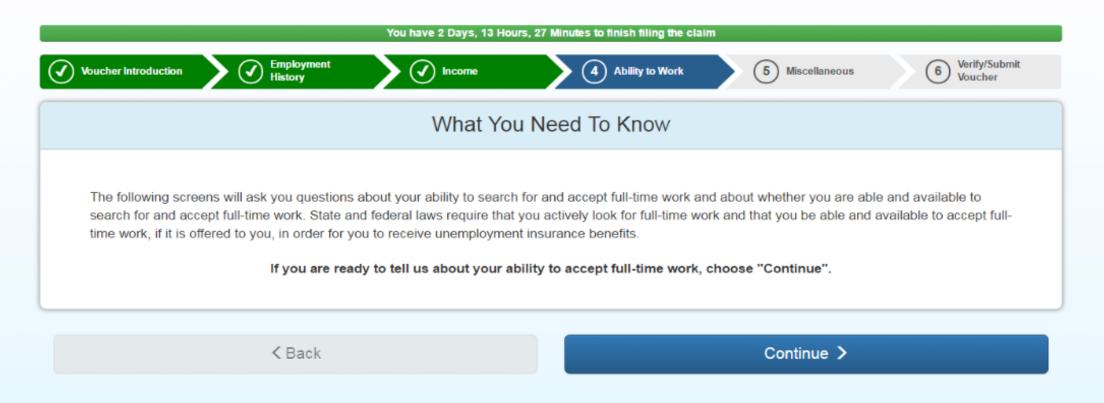
Answer "yes" or "no" to the question about 401K, pension, and retirement plans. If you select "yes", answer all follow-up questions.



Please review your answers to all of the questions about your income during the time period noted. If you need to correct your response, select "Edit" in the section that is in need of a correction. When you are finished, affirm that all of your answers are correct.



You must report all earnings, income, and other payments to the Department. Failure to do so will result in a fraud investigation and the creation of an overpayment on your claim.

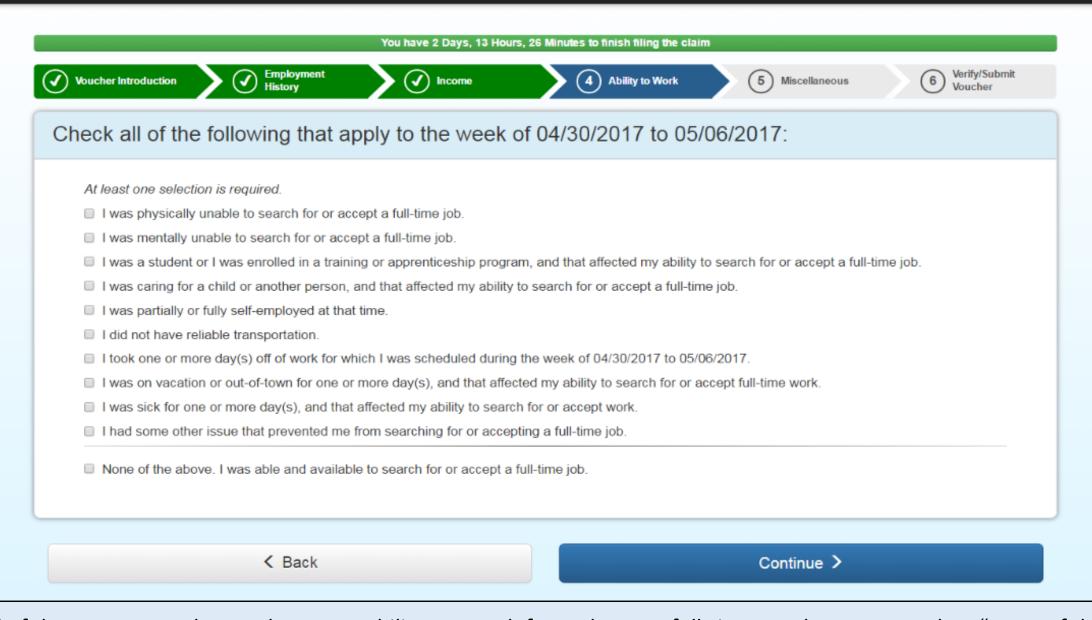


In order to receive unemployment benefits, you are required to be able to work full-time and to be available to accept full-time work if a positon were offered to you.

For the next series of screens, you will answer questions about whether you are able and available to search for and accept full-time work.

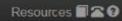


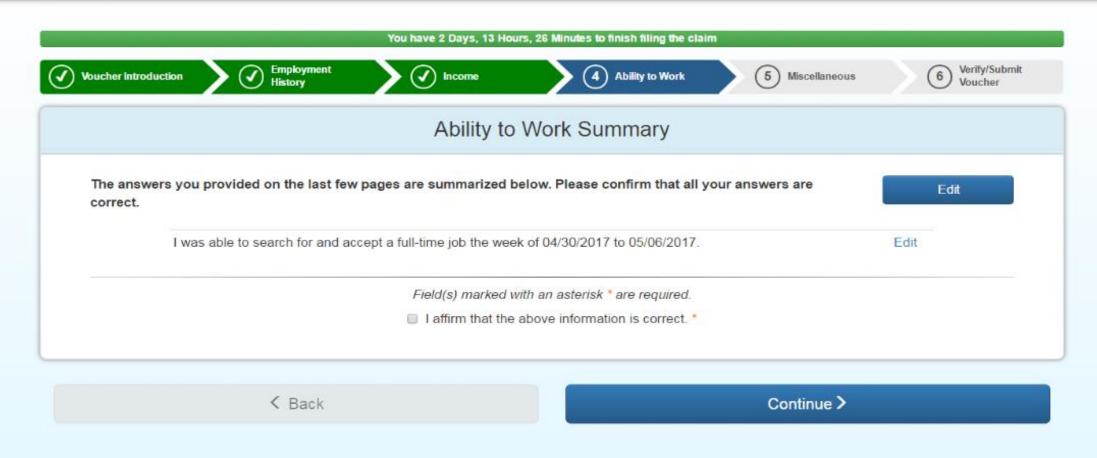




Select all of the statements that apply to your ability to search for and accept full-time employment or select "None of the above," if applicable.



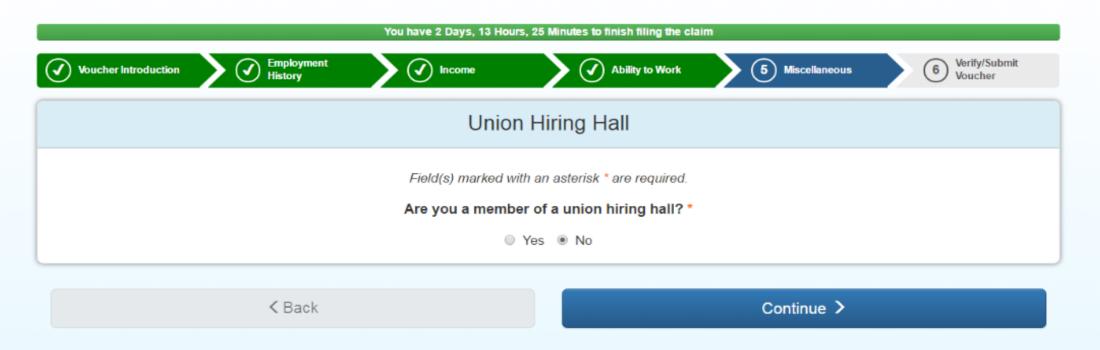




Review your responses to the Ability to Work Summary. You may make any necessary changes to your answers by selecting "Edit." When you are certain that the information on the screen is correct, check the box that affirms your answers.

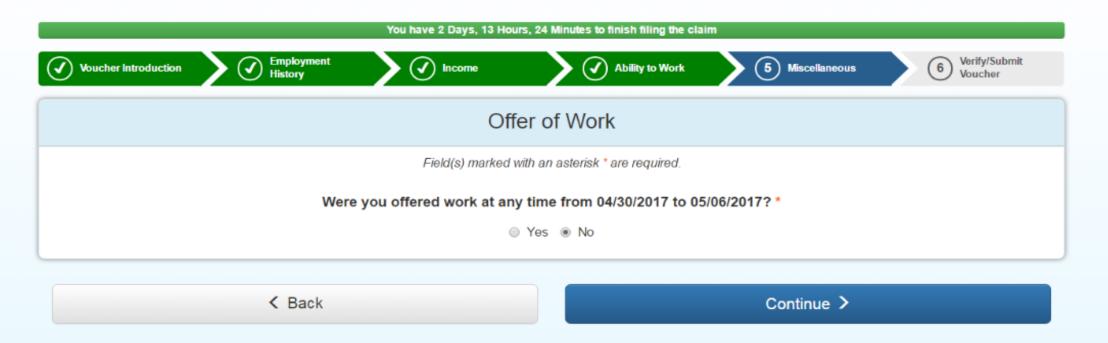






If you are a member of a union hiring hall, select "yes" to the question above and answer the follow-up questions. Union hiring hall members who already completed information about their hiring halls during the initial claim filing will see that information on the screen above. If your "Union Dues Paid Through Date" has changed, please update that information here. You will no longer be required to send in a copy of your union dues paid receipt, but a request for verification will be sent to your hiring hall.





Here, you will answer questions about any offers of work you received during the voucher period. If you were offered work at any time during the dates shown on the screen, select "yes," and answer all follow-up questions.

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#### Requirement to Search for Full-Time Work

In order to receive unemployment insurance benefits, you must search for full-time work. You must complete three work search activities each week in order to receive benefits.

YOU ARE REQUIRED TO KEEP YOUR OWN WEEKLY WORK SEARCH LOG. KEEP YOUR WEEKLY WORK SEARCH LOG IN A SAFE PLACE, AS YOU MAY BE REQUIRED TO PROVIDE YOUR WORK SEARCH LOG TO THE DEPARTMENT AT ANY TIME DURING YOUR CLAIM.

#### The following opportunities qualify as work search activities:

- 1. Apply for a full-time job
- 2. Apply for or take an examination for openings in the civil service of a government unit with reasonable prospects of suitable full-time employment
- 3. Register with a placement facility of a school, college, or university
- 4. Register with a placement facility of a professional organization to which you belong
- Attend a resume workshop.
- 6. Attend an interview workshop
- 7. Attend a computer workshop
- 8. Attend a financial literacy workshop
- 9. Attend a work readiness workshop
- 10. Create a resume in the Indiana Career Connect program
- 11. Complete a personal skills assessment in the Indiana Career Connect program
- 12. Complete a workplace skills assessment in the Indiana Career Connect program
- 13. Complete a work interests skills assessment in the Indiana Career Connect program
- 14. Complete a work values assessment in the Indiana Career Connect program
- 15. Complete a labor market information in the Indiana Career Connect program
- 16. Complete a Kuder assessment in the Indiana Career Connect program
- 17. Complete a cover letter in the Indiana Career Connect program
- 18. Identify professional references in the Indiana Career Connect program
- 19. Complete a WorkKeys testing
- 20. Complete TABE (Test for Adult Basic Education) testing
- 21. Complete at least two NextJob modules
- 22. Update or create a LinkedIn profile for yourself
- 23. Complete Accuplacer
- 24. Attend a professional networking group for a field with reasonable prospects of suitable full-time work
- 25. Attend a job fair for a field with reasonable prospects of suitable full-time work
- 26. Attend a job club, job search club, or networking club for a field with reasonable prospects of suitable full-time work
- 27. Attend a chamber meeting for a field with reasonable prospects of suitable full-time work
- 28. Meet with a college guidance counselor
- 29. Complete an Onet career search
- 30. Job Shadow for a new career for a field with reasonable prospects of suitable full-time work
- 31. Attend soft skills training
- 32. Attend a public speaking class
- 33. Participate in a ToastMasters meeting
- 34. Attend a certification course

If you have a valid work search waiver (due to approved training, job attachment, or union hiring half membership) on file with the Department, answer "No" to the question below.

Visit your WorkOne Center for free help finding a job. WorkOne Centers offer many career/job-placement services and training services - all at no cost to you.

Your currently selected full-service WorkOne location is:

Indpls. Eastside - WorkOne 2525 N Shadeland Ave Ste C3

C-3

Indianapolis, IN 46219-1786

(317) 358-4500

Field(s) marked with an asterisk \* are required

Did you search for full-time work during the week of 04/30/2017 and 05/06/2017?

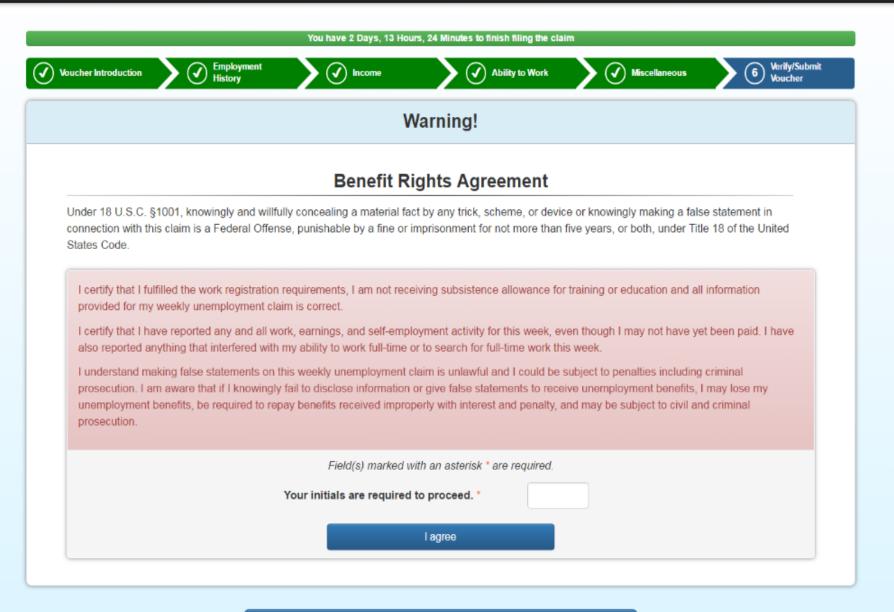
○ Yes ○ No

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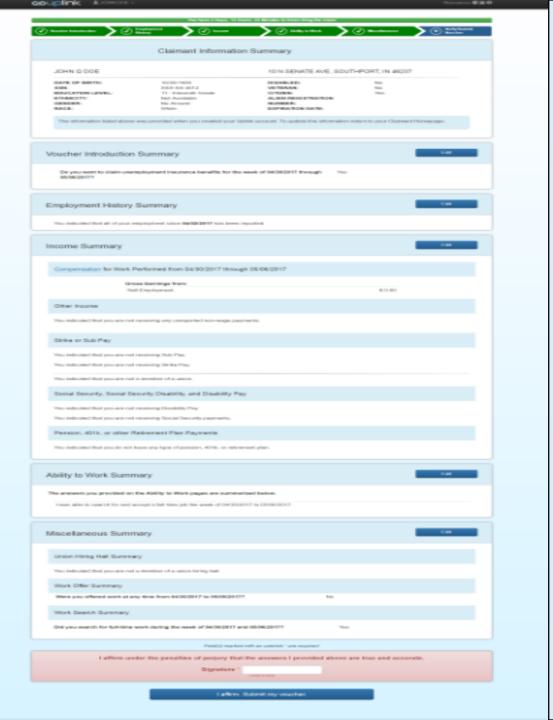
In order to receive unemployment benefits, you are required to complete at least three work search activities for each week in which you are claiming benefits. The list of activities on this screen qualify as work search requirements. You must keep your own log of your work search activities, as you may be required to submit this information to the Department at any time. You will also be directed to visit your local WorkOne to help you with your job search and with training opportunities. The WorkOne office you selected when you filed initially is listed here.

If you have a valid work search waiver on file with the Department due to your union hiring hall membership, enrollment in training approved by the Department, or job attachment (as determined by the Department), it is not necessary to select "yes" when asked if you searched for work. Select "no".



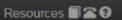
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You must read the Benefit Rights Agreement carefully. **Knowingly and** willfully concealing material facts or intentionally making false statements in connection with filing your weekly voucher is a Federal Offense and is punishable by fines or imprisonment or both. In order to proceed, you must type your initials in the box and select "I agree".

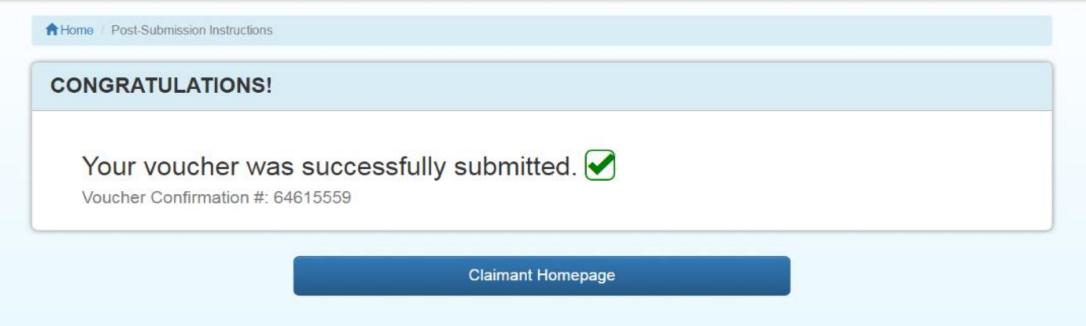


This screen provides a summary of all of your answers to the weekly voucher questions. Please check your answers carefully and edit any section where information is not correct, as this will be your last opportunity to make changes before submitting your voucher.





# Voucher Filing - Post-Submission Instructions



Congratulations! Your weekly voucher was successfully submitted. If you have any questions regarding the claim filing process, please refer to the Claimant Handbook.